



# ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

**APPLICATIONS ACCEPTED CONTINUOUSLY**  
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)*

A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

## LIBRARIAN I

NO. 41-013

\$34,565 - \$45,423

**NOTICE:** Erie County no longer maintains a file of applicant transcripts. Exam applicants must be prepared to provide documentation of educational qualifications (transcript, diploma, etc.) to the hiring agency prior to appointment. Documentation may also be submitted with the exam application.

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR THIS EXAMINATION.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

This eligible list will be used to fill vacancies in public libraries throughout the Buffalo and Erie County Public Library System. A small number of vacancies is anticipated.

MINIMUM QUALIFICATIONS: If you have a master's degree from a library school that is accredited by the American Library Association or registered by the New York State Education Department and possess a New York State Public Librarian Professional Certificate, you are qualified.

If you possess a New York State Public Librarian's Provisional Certificate (issued prior to January 1, 1977), you also qualify.

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. The training of qualified candidates will be evaluated against the background of the position. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. You must also attach a transcript to your application. Vagueness and omissions will NOT be resolved in your favor.

A medical examination may be required before appointment.

- SEE REVERSE SIDE -

**DUTIES:** As a Librarian I you will perform beginning professional library duties. Typical tasks include providing advisory and guidance services, answering reference questions and compiling bibliographies, performing basic cataloging and classification techniques.

**WHERE TO APPLY:** You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at [www.erie.gov](http://www.erie.gov). Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices. If you qualify for the examination to which you apply, you will be sent a training and experience questionnaire to be completed by you and returned to the Erie County Personnel Department.

For information on Librarian Examinations and vacancies in other areas of New York State, you may dial the New York Library Association Hot Line: (212)687-1352 day or night.

APPLICATION FORMS FOR THE PUBLIC LIBRARIAN PROFESSIONAL CERTIFICATE MAY BE OBTAINED BY WRITING TO LIBRARY DEVELOPMENT, NEW YORK STATE EDUCATION DEPARTMENT, 99 WASHINGTON AVENUE, ALBANY, NEW YORK 12230.

**REISSUED: 2/06**

**MILITARY STATUS:** If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

**VERIFICATION OF QUALIFICATIONS:** Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

**\*\*\*IMPORTANT APPLICATION FEE – READ CAREFULLY\*\*\***

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.